

Table of Contents

Introduction	1
---------------------------	----------

A

Access Control	5
Add Hardware	11
Address Bar	12
Administrative Tools	17
Administrator	22
All Programs Menu	26
Antivirus	31
AutoComplete	35
AutoPlay	38

B

Backup	42
BitLocker	46

C

Calendar	47
Character Map	48
Checking for Disk Errors (Check Disk)	49
Command Prompt	52
Compressed Folders	58
Computer	62
Contacts	65
Control Panel	66
Cookies	69
Copy, Cut, and Paste Data	70
Copy, Cut, and Paste Files	73
Ctrl+Alt+Delete	77

D

Defrag	79
Delete	82
Desktop	85
Desktop Icons	89
Device Manager	93
Dialog Box	97
Discs (CDs and DVDs)	100
Disk Cleanup	105
Disk Drives	108
Disk Space	112
Display	115

E

Encryption	118
------------------	-----

F

Favorites	122
Fax	128
File Compression	129
Files	132
Firewall	136
Folders	140
Fonts	144
FTP	148

G

Game Controllers	153
Games	154
Guest	158

H

Help	160
Hibernation	163
Hidden Files and Folders	165
History	167

I

Icons	171
Internet Explorer	176

K

Keyboard	180
Keyboard Shortcuts	183

L

Links Bar	187
Live Search (Internet Explorer)	190
Login and Log Off	192

M

Magnifier	196
Map a Network Drive	199
Menus	202
Modem	205
Mouse	211
Multitasking	215

N

Narrator	218
Network Window	219
Networking	221
Notepad	227
Notification Area	228

O

Open	232
------------	-----

P

Paint	235
Parental Controls	236
Password Reset Disk	241
Passwords	244
Pathnames	249
Pop-Ups	252
Power Button	256
Previous Versions	259
Printers	262
Printing	266
Problem Reports and Solutions	270
Programs	272
Public Folder	277

Q

Quick Launch Bar	279
------------------------	-----

R

Read Only	282
Recycle Bin	285
Refresh	290
Registry Editor	292
Remote Desktop Connection	296
Rename	297
RSS	300
Run	301

S

Safe Mode	304
Safely Remove	309
Save	311
Screen Saver	314
Search	317
Security Center	322
Select Files	325
Share Stuff on the Network	328
Shortcuts	333
Shutdown Windows	337
Sidebar	340
Sideshow	346
Sleep Mode	347
Sounds	352
Speech Recognition	357
Standard User	358
Start Button and Menu	361
Sync Center	366
System Information	367
System Monitor	370
System Properties	374
System Restore	377

T

Tabbed Browsing	380
Task Manager	384
Task Scheduler	388
Taskbar	396
Text Editing	401
Themes	404
Time	407
Toolbars	411

U

Uninstall Programs	415
Updates	418
User Account Control (UAC)	422
User Accounts	426
User Profile Folder	430

W

Web Page Cache	433
Welcome Center	435
Windows	436
Windows Defender	442
Windows Explorer	446
Windows Mail	451
Windows Media Center	456
Windows Media Player	457
WordPad	458
Index	459

